

# **Manville Fire District- Annual Meeting Minutes**

**Date of Meeting: September 27, 2016**

**Time of Meeting: 7:30 pm**

**Place of Meeting: Manville Sportsman's Club**

**250 High St, Manville RI 02838**

## **DRAFT**

**1. Meeting opened by Ronald McKenna**

**2. New clerk elected- Ronald McKenna motioned to elect a new clerk before the start of the meeting, seconded with no discussion. No opposition**

**3. Katy Otoski was nominated by Janet Lake, seconded by Warden St. Germain, no discussion or opposition.**

**4. Moderator St. Germain resigns as moderator and Raymond Forget was elected as moderator, no discussion or opposition, unanimously approved.**

**5. Moderator reads the meeting warrant-**

**Warrant: The Annual Meeting of the registered voters of the Manville Fire District will be held on September 27, 2016 at 7:30 pm at the Manville Sportsman's Club, 250 High St, Manville, RI, 02838 for the purpose of electing officers, ordering taxes, and providing for**

**assessing and collecting the same, enacting by-laws as prescribed in section 10 and transacting such business or adopting such measures, consistent with the charter, which the qualified electors at said meeting shall deem beneficial to the fire district.**

**Present-**

**Warden James Akers**

**Warden Bob Lake**

**Warden Jerry St. Germain**

**Warden Paul McKeon**

**Vice Chairman Ron McKenna**

**Chief Peter Adam**

**Clerk Katy Otoski**

**40 total Manville Voters – Qualified by Town of Lincoln list**

**6. Motion to approve minutes from 2015**

**a. Motion made to approve minutes from September 2015 meeting, approved unanimously. No discussion**

**7. District Officers Report:**

**a. Board of Wardens Report (Chairman report): Chairman Lake read his report included in the packet, some of the highlights included the tax collector's office being moved downstairs and the building becoming more accessible. Motion made by Warden St. Germain to**

approve the Chairman's report, seconded by Warden McKeon. No discussion.

b. Treasurer and Tax Collector Report: Treasurer McKenna reads his report included in the packet. He reports that 50% of the budget is kept in the capital account. Taxpayer Armstrong questions the lack of balance sheets. Taxpayer Lipka questions why he can't find reports on the MFD website, Treasurer McKenna explains that he is unable to access the website currently and that the compilation is available via PDF format. Taxpayer Scahill questions asset report, decimal point issue brought up, balance showed \$3,334,420.93 when it should have read \$334,442.93. Taxpayer Lipka questions the insurance of the funds, Treasurer McKenna explains all funds are insured because MFD is considered a government agency. Taxpayer Armstrong questions why all funds are in Navigant, Treasurer McKenna explains that Navigant had the best interest rate. Taxpayer Lipka questions motor vehicle taxes that weren't collected. Treasurer McKenna explains that the DMV doesn't maintain accurate records. Taxpayer Scahill asks about making a motion to outsource IT, she was redirected to new business. Motion made by Warden St. Germain to accept the report, seconded by Warden McKeon. Report approved.

c. Tax Collectors Report: Tax Collector McKenna reads his report which is included in the packet. He reports that 97.2% of the taxes were collected, the budget runs on 95% collection. He reports that the collection rate is up 2.2%. Motion made and seconded to approve the report. Approved unanimously, no tax payer discussion.

d. Chief's Report: Chief Peter Adam reads his report included in the

packet aloud. Taxpayer asks about excessive runs to Albion, North Smithfield, Woonsocket, and Cumberland. Chief Adam explains the mutual aid process. Taxpayer questions UTV and bike path rescues. Chief Adam explains that Albion and Cumberland both have UTVs but neither one is close enough to make a difference. Motion made and seconded to approve Chief's report, approved unanimously.

## **8. New Business**

### **a. Budget for 2016-2017:**

Moderator reads through the budget for 2016-2017 line by line. Taxpayer asks a question about \$10,000 that was allocated for a full forensic audit and wanted to know why it hadn't been done. Tax Collector McKenna explains that because of the budget MFD runs on, a full forensic audit is not necessary. He explains it was left to the discretion of the Board of Wardens and they voted to do a compilation. Taxpayer Lipka asks about changing the wording from audit to compilation to avoid confusion. Taxpayer questions the difference between firefighter salaries and firefighter stipends. Chief explains that the day time staff gets paid an hourly rate for working shifts and those who show up for calls after hours get a certain amount of money per call based on how many active members there are and how many people show up. The stipends come out every six months. Taxpayer Scahill asks about the insurance MFD has and what it covers. Chief explains that it covers everything. Taxpayer asks a question about how the salary of Tax Collector/Treasurer will be split. Tax Collector/Treasurer McKenna explains that because he has

done the job together for 13 years it was combined. It was decided that \$4,000 is the salary for the treasurer and \$13,047 is the salary for the tax collector. Motion made by Warden St. Germain to accept the budget, seconded by Warden Akers. Approved unanimously.

## **b. Resolutions**

### **Resolution R-1**

Be it resolved that we the Manville Fire District voters assembled here on September 27, 2016 do hereby affix the tax on real estate and tangible property for the fiscal year beginning October 1, 2016 at the rate of \$1.47 per thousand dollars and a minimum of \$30.00 per taxpayer as assessed by the Town of Lincoln.

Motion made by Warden St. Germain to approve R-1, seconded by Warden McKeon, resolution passes unanimously.

### **Resolution R-2**

Be it resolved that we the Manville Fire District voters assembled here on September 27, 2016 do hereby affix the tax rate on motor vehicles for the fiscal year beginning October 1, 2016 at the rate of \$1.70 per thousand dollars and a minimum of \$30.00 per taxpayer as assessed by the Town of Lincoln in conformance with the RI State statute.

Motion made by Warden St. Germain to approve R-1, seconded by Warden McKeon, resolution passes unanimously.

### **Resolution R-3**

Be it resolved that we the Manville Fire District voters assembled here on September 27, 2016 do hereby set the interest rate at 1.5% per month to equal 18% per annum on delinquent and unpaid taxes. A

collection fee of \$25 on all unpaid real estate taxes beginning January 1, 2017.

There was extensive taxpayer discussion on this topic including Taxpayer Scahill requesting to make a motion to amend the resolution and for the collection of the taxes to go through a third party tax collector. It was explained that 25% of what was collected would go to third party collector. Motion made by Taxpayer Scahill and seconded by Taxpayer Lacombe to have a third party tax collector. There was a call for a hand vote. There were 12 yays and 18 nays, motion by Taxpayer Scahill failed.

Motion made by Warden St. Germain to approve R-3, seconded by Warden McKeon, resolution passes.

#### **Resolution R-4**

Be it resolved that we the Manville Fire District voters assembled here on September 27, 2016 do hereby approve the relocation of 15% (recommended by the auditor) of the surplus 2015-2016 fund to the restricted surplus account and the remainder of the 2015-2016 funds be allocated to the capital fund account. The final amount will be determined after the January 2017 audit compilation.

Taxpayer Lipka questioned why it was worded as being completed in January 2017.

Motion made by Warden St. Germain to approve R-4, seconded by Warden McKeon. Resolution passes with 1 nay.

#### **Resolution R-5**

Be it resolved that we the Manville Fire District voters assembled here on September 27, 2016 do hereby authorize an allocation of up to

**\$26,050 from the capital expense account for the replacement of 23 new portable radios.**

**Motion made by Warden St. Germain to approve R-5, seconded by Warden McKeon, resolution approved unanimously.**

#### **Resolution R-6**

**Be it resolved that we the Manville Fire District voters assembled here on September 27, 2016 do hereby authorize an allocation of up to \$8,000 from the capital expense account to purchase a new thermal imaging camera.**

**Motion made by Warden St. Germain to approve R-6, seconded by Warden McKeon, resolution approved unanimously.**

#### **Resolution R-7**

**Be it resolved that we the Manville Fire District voters assembled here on September 27, 2016 do hereby authorize an allocation of up to \$20,000 from the capital expense account for the purchase of a UTV for emergency use on the bike path.**

**Taxpayer Scahill questions the purchase of a UTV based on buying the utility truck. Chief explains that the utility truck can get on the bike path, but can't turn around to get back out of the bike path. The utility truck also can't transport a patient out of the bike path. Taxpayer Armstrong questions whether or not there is room in the station for the UTV, Chief explains how two of the trucks would swap bays to make room for it. Taxpayer Joinville questions how many rescues there were on the bike path over the past year, Deputy Chief reports there have been at least 12.**

**Warden McKeon motions to accept R-7, seconded by Warden St.**

**Germain. Approved with 4 nays.**

### **Resolution R-8**

**Be it resolved that we the Manville Fire District voters assembled here on September 27, 2016 do hereby authorize an allocation of up to \$25,000 from the capital expense account for the installation of a handicap ramp and door to the tax collector's office.**

**Taxpayer Lipka questions the cost of putting a door and a ramp. Warden McKeon explains that cutting into the concrete costs a good amount of money and the new doors and the ramp have to be built a specific way. Taxpayer Armstrong asks about estimates for the project and whether or not it would fit on the property. Chief explains they have several estimates and has already been approved by the town to fit on the property. Taxpayers question bathrooms being ADA accessible, Chief explains they already are. Taxpayer Scahill questions how many bids they have to go through. Chief explains a minimum of three.**

**Motion made by Warden McKeon to accept R-8, seconded by Warden Akers. Resolution passes unanimously.**

### **Resolution R-9**

**Be it resolved that we the Manville Fire District voters assembled here on September 27, 2016 do hereby authorize an allocation of up to \$7,000 from the capital expense account for the installation of an air conditioner in the radio room and the training room**

**Taxpayer Armstrong asks for clarification about whether or not it is a window unit.**

**Warden McKeon motions to accept R-9, seconded by Warden St.**



**Germain. Approved unanimously**

**c. New Business**

**Taxpayer Scahill makes a motion for the MFD to go out for public bid for a new IT company to maintain and update its website and any other IT needs. Motion seconded by Taxpayer Joinville. Motion reads, “Motion for the Manville Fire District to hire a new IT company through the state of RI’s list of approved vendors to maintain the Manville Fire District’s website other IT needs, funds for which can be taken from the surplus account for up to \$5,000” Seconded by Chief Adam, approved with one negative vote.**

**Taxpayer Scahill makes a motion to have a full forensic audit completed of the Manville Fire District’s financials and to have it go out to bid to a minimum of 3 RI tax agencies to be completed before 9/30/2017. Seconded by Taxpayer Lacombe. Hand vote conducted, 10 yays and 26 nays. Motion fails.**

**Taxpayer Armstrong makes a motion that accounts become diversified in more than one bank/credit union (at least 2) with no more than \$250,000 in any one bank. Seconded by Taxpayer Scahill. Hand vote conducted 15 yays and 20 nays. Motion fails.**

**9. Election of District Officers**

**For the office of Warden: There is a motion by Ray Forget to nominate Robert Lake, Warden McKeon seconds. There are no other nominations. Approved unanimously**

**For the office of Warden: There is a motion by Warden St. Germain to nominate Ron McKenna, Warden Lake seconds. There are no other**

**nominations. Approved unanimously**

**For the office of Warden: Cheryl Dugay nominates Ed Burbank, seconded by Ray Forget. Warden McKeon nominates Gerry St. Germain, seconded by Rhonda Lacombe. No other nominations. Ballot vote is called for and conducted with 2 volunteers helping the clerk count the ballots. 24 votes for Ed Burbank, 12 votes for Gerry St. Germain. Ed Burbank voted in as Warden.**

**For the office of Tax Collector: Cheryl Dugay nominates Donna Burbank, seconded by Ray Forget. No other nominations. Approved unanimously.**

**For the office of Treasurer: Cheryl Dugay nominates Donna Burbank, seconded by Warden Lake. No other nominations. Approved unanimously.**

## **10. Public Comment**

**a. No public comment**

**11. Motion to adjourn made by Warden Lake, seconded by Warden McKeon. Meeting adjourned at 9:37 pm.**